



**Vacancy Announcement**  
**Information Technology Director**  
**Salary Range: Based on experience and qualifications**

The City of Wheeling is in search of its next Information Technology Director. Under general direction of the Assistant City Manager, the Information Technology Director manages the planning, budgeting, implementation, maintenance, and security of City-wide information technology tools, including information systems, facilities, software, equipment, communications, staffing and training.

- Assists in the development and implementation of the City's Information Technology Plan, including goals, priorities and policies relating to City-wide information and communications management.
- Develops and updates City guidelines for resource expenditure, project control, data and equipment security, information privacy, internal controls, and contingency plans.
- Recommends overall strategy for the planning, use and coordination of information processing technology and services including the evaluation of current and proposed systems.
- Negotiates and administers contracts for hardware and software acquisition, implementation, maintenance and for telecommunications consulting services.
- Manages PC support and applications development, including local area networks and wide area networks support and development; oversees the annual planning process for information systems in each department and ensures that consistent, integrated City-wide systems planning is ongoing.
- Monitors significant trends in office automation, electronic mail, system networks, telecommunications, voice mail, and other technologies.
- Prepares annual budget information and assists departments in preparing cost estimates related to information and communications systems and equipment.
- Develops and participates in an on-going computer training program for all City personnel; supervises operation and maintenance of City-wide telephone and voice mail systems.
- Consults with department personnel regarding implementation or revision of new systems, alternatives, and improvements.
- Manages the preparation of periodic and routine reports on operating performance, equipment and application utilization, level of efficiency and standards of service.
- Conducts needs analysis, documents requirements, and negotiates with vendors for consulting services, hardware, software, and training for City staff.
- Maintains liaison with equipment manufacturers; and software vendors; representatives to ensure satisfactory support.

- Perform other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Bachelor's degree in Information Technology or related field. Master's degree preferred.
- Three (3) to five (5) years of progressive experience in Information Technology Management.

The following knowledge, skills and abilities are preferred as a successful candidate for this role:

- Knowledge principles and applications of information technology tools, including planning and development of information and telecommunications systems applicable to municipal government and similar service-based organizations.
- Knowledge of trends in computer technology as applied to business and management information systems including capacity, characteristics, capabilities and limitations of computers, telecommunications, operating systems, software, and peripheral equipment.
- Skilled in budget analysis and preparation including ability to make cost projections, cost-benefit analyses, and monitor expenditures.
- Skilled in troubleshooting hardware and software problems and securing appropriate support.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to analyze complex problems and make sound decisions and recommendations.
- Ability to research, understand and apply proposed new technology to City operations.
- Ability to establish and maintain effective working relationships with a wide variety of people and vendors.
- Ability to exercise discretion, independent judgment, and decision-making skills involving matters of significance.

This is a noncompetitive, exempt position.

The City of Wheeling is an equal opportunity employer. The city seeks to provide equal opportunity in employment for all persons and prohibits discrimination in all aspects of employment.